

DEPARTMENT OF THE ARMY
NORTH PACIFIC DIVISION, CORPS OF ENGINEERS
P.O. Box 2870
Portland, Oregon 97208-2870

NPDAS
Office Memorandum
No. 340-1-7

15 January 1986

Office Management
DUPLICATE EMERGENCY FILES PROGRAM (DEFP)

1. PURPOSE. To establish the criteria for a Duplicate Emergency Files Program (DEFP).
2. APPLICABILITY. This office memorandum is applicable to all elements of the North Pacific Division Office (NPDO).
3. RELATED PUBLICATION. AR 340-26 (Duplicate Emergency Files Program).
4. EXPLANATION OF TERMS AND ABBREVIATIONS.

a. Abbreviations.

- (1) AH - Alternate Headquarters
- (2) COOP - Continuity of Operations
- (3) DEF - Duplicate Emergency Files
- (4) DEFP - Duplicate Emergency Files Program
- (5) ERS - Emergency Relocation Site

b. Terms.

(1) Alternate Headquarters (AH). A location to which the command of the North Pacific Division is instantly transferred when the present headquarters is destroyed or unable to exercise command (communicate) with subordinate elements. For purposes of determining the level of prepositioning of files needed to support this command transfer, it should be assumed that the command transfer will be permanent and no present North Pacific Division (NPD) Headquarters personnel, equipment, or files will be available to supplement the new command. Accordingly, the Duplicate Emergency Files (DEF) at the NPD Alternate Headquarters will necessarily be more comprehensive than the DEF at the location described in 4b(2) below.

(2) Emergency Relocation Site (ERS). A location to which command of the North Pacific Division as well as selected NPDO personnel will be

*This memorandum supersedes NPDOM 340-1-7, 15 November 1983.

15 January 1986

transferred in an orderly manner. This transfer is considered to be a permanent relocation of command and staff. For purposes of determining what files are needed to support a total relocation, it should be assumed that certain regulations, files, maps, etc. that are frequently subject to changes will be transported to the emergency relocation site by the relocation group or advance cadre when anticipation orders are given by the Commander of NPD. These files will be pre-identified as critical to mission accomplishment and arrangements made for their orderly deployment to the ERS as soon as the need to activate the ERS can be anticipated. Other voluminous and/or more permanent regulations, files, maps, and documents deemed essential to NPD mission requirements will be prepositioned at the ERS.

5. RESPONSIBILITIES.

a. Office of Administrative Services. The Records Administrator, Office of Administrative Services (NPDAS), is responsible for:

- (1) Monitoring the Duplicate Emergency Files Program.
- (2) Maintaining the Duplicate Emergency Files Material Inventory.
- (3) Insuring shipment of records to the ERS and the AH.

b. Division Offices. Division Offices are responsible for:

(1) Selecting documents necessary to operate at an alternate location under emergency conditions.

(2) Preparation of DA Form 4573 (Document Control and Destruction Certificate) for each item identified for transfer to the ERS or AH. (See Appendix A).

(3) Annual inspection/review of the DEF maintained at the AH and ERS.

(4) Assigning control numbers for selected files. (See Appendix B).

(5) Maintaining reference publications applicable to the functional area of their office.

6. DA FORM 4573. DA Form 4573 is used in the forwarding, receipt, and destruction of DEF material. A separate form will be prepared for each item to be shipped to the AH or ERS. Forms can be obtained from NPDAS.

7. SELECTING MATERIAL FOR DUPLICATE EMERGENCY FILES. Material selected may include but is not limited to the following:

- a. Operational and Mobilization Plans.
- b. Emergency Action Procedures.
- c. Instructions and Reference Material.

15 January 1986

NPDOM 340-1-7

- d. Mission and Policy Statements.
- e. Regulations.
- f. Messages.
- g. Maps.
- h. Charts.

8. SHIPPING.

a. All duplicate emergency files eligible for shipment will be assigned a document control number by the appropriate Division Office (Appendix B).

b. All eligible files will be forwarded with the completed DA Form 4573 to NPDAS-R.

c. When the transfer has been completed, NPDAS will send a completed copy of DA Form 4573 to the responsible office for retention in their files. DA Form 4573 will be filed under TAFPS 101-07, Office Records and Transmittal Files.

* 9. ERS REGULATION REFERENCE FILES.

a. Offices will maintain regulations identified for the ERS using one of the following procedures.

(1) Prepositioning using DA Form 4573 (para 6).

(2) Regulations that will not be prepositioned nor duplicated must be identified for rapid collection and transfer to the ERS. Binders containing ERS regulations will be identified by placing a small piece of red tape on the spine immediately below the metal binder label or other identification label. DA Form 4573 is not required for this procedure.

(3) All files not prepositioned nor duplicated must be identified for rapid collection and transfer to the ERS. File drawers containing records to be transferred will be identified with a red dot affixed to the outside of the file drawers. File folders will also be identified in the same manner to assure transfer is made at the appropriate time.

b. Offices will furnish NPDAS by DF a list of all publications scheduled for transfer to the ERS. NPDAS will review all lists to insure all series of regulations, pamphlets, manuals, etc., have been included. *

10. REPORTS. An annual inspection/review of the ERS and AH DEF will be accomplished by each staff office. This review may be conducted during annual Continuity of Operations (COOP) exercises. A narrative report describing the operative condition of the files and the name of the person conducting the review will be included in the COOP exercise after action report. One copy of

15 January 1986

the report will be submitted to NPDAS within 10 working days following the end of the exercise. If no exercise is conducted the inspection/review will be completed and submitted to NPDAS by 15 December each year.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read 'Clifton P. Jackson, Jr.', with a stylized, cursive script.

CLIFTON P. JACKSON, JR.
Executive Assistant

2 Appendixes

App A - Preparation of
DA Form 4573

App B - Document Control
Numbers

DISTRIBUTION:

A and C

Appendix A

PREPARATION OF DA FORM 4573

1. ITEM 1a(1): G is the Agency Code.
2. ITEM 1b (2-5): Example: 24ER or 24AH
24 (Corps of Engineers)
ER (Emergency Relocation)
AH (Alternate Headquarters)
3. ITEM 1c(6-10): Document Control Number. (Reference Appendix B.)
Example 11501, (First OAS File Number)
11502, (Second OAS File Number)
4. ITEM 1d(11-12): Identify changes to original material on file. If no changes are entered, the 11th and 12th characters will be zeros.

Example: G 24AH 11501 04 shows four changes to control number G 24AH 11501 have been filed.
5. ITEM 1e: File classification: T - Top Secret
S - Secret
C - Confidential
O - For Official Use Only
U - Unclassified
6. ITEM 1f: Enter three ZEROS (0).
7. ITEM 1g: Six-digit number to show date of basic material.

Example: 15 October 1983 will be shown as 831015.
8. ITEM 1h: Unclassified title of the material.
9. ITEM 1i: Type of transaction desired:

A - Addition of material (requires assignment of control number).

C - Change or replacement of material already on file (has a control number assigned).

D - Deletion of material through destruction or return to agency.

15 January 1986

10. ITEM 2: Self-Explanatory. Place X in proper box.
11. ITEM 3: Shows whether material coded as "D" in item 1I is destroyed in depository or returned to agency. Enter X in appropriate box.
12. ITEM 4: Additional comments.
13. ITEM 5: Enter Division address, i.e., P.O. Box 2870, Portland, Oregon 97208-2870
14. UNFILLED BLANKS. All other items will be completed by NPDAS or the depository.

15 January 1986

NPDOM 340-1-7

Appendix B

DOCUMENT CONTROL NUMBERS

Division Offices are assigned the following blocks of control numbers.

EXECUTIVE OFFICE	00001 - 00200
EQUAL EMPLOYMENT OPPORTUNITY OFFICE	00201 - 00400
SECURITY AND LAW ENFORCEMENT	00401 - 00500
RESOURCE MANAGEMENT OFFICE	00501 - 01000
OFFICE OF COUNSEL	01001 - 02000
PERSONNEL OFFICE	02001 - 03000
PUBLIC AFFAIRS OFFICE	03001 - 04000
SAFETY OFFICE	04001 - 05000
DATA PROCESSING CENTER	05001 - 06000
CONSTRUCTION-OPERATIONS DIVISION	06001 - 07500
REAL ESTATE DIVISION	07501 - 08500
ENGINEERING DIVISION	08501 - 10000
PLANNING DIVISION	10001 - 11000
PROGRAM DEVELOPMENT OFFICE	11001 - 11500
OFFICE OF ADMINISTRATIVE SERVICES	11501 - 12500
AUDIT OFFICE	12501 - 13000